



DEVELOPMENT SERVICES DEPARTMENT

Administration (954-797-1101)

Planning & Zoning (954-797-1103)

Building & Occupational Licensing (954-797-1111)

Code Enforcement (954-797-1121)

Engineering (954-797-1133)

TOWN OF DAVIE 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1000

TENT & CANOPY CHECKLIST

TENT _____
CANOPY _____

(NON-COMMERCIAL PURPOSES ONLY)
(SEASONAL SALES & ALL OTHER PURPOSES)
CHRISTMAS TREES/4TH OF JULY FIREWORKS/PUMPKINS

* **Need** to apply for a Temporary Use Permit Application before submittal of permit to the Building Department.
This is a Zoning Permit Application. **(This may take up to two weeks, pending Town Council Approval.)**

* OCCUPATIONAL LICENSE: If use is intended for seasonal sales; this needs to be applied for at the same time.
(This may take up to two weeks, pending Town council Approval.)

* Three day sidewalk sales permit does not require a Temporary use permit; any questions please see the
Zoning Department.

Required

- _____ If doing separate (storage area) please designate area on plot or survey.
- _____ PROPERTY TAX FOLIO NUMBER AVAILABLE FROM Broward County Property Appraisers
(On Tax Notice or Receipt)
- _____ 2 SURVEYS or SITE PLAN showing location of tent or canopy with all setbacks.
(All vacant lots may be hand drawn with the tent or canopy on it; you will need the appropriate setbacks on it)
- _____ 2 FLAME RETARDANT CERTIFICATE + swatch of fabric.
- _____ LETTER FROM PROPERTY OWNER giving permission to use the property
- _____ TEMPORARY POLE (Temporary Power) Electrical Application
- _____ COMPLETED BUILDING PERMIT APPLICATION
- _____ NOTARIZED SIGNATURE ON APPLICATION
- _____ CONTRACTORS - A copy of all applicable licenses (Competency & Occupational)
and original Insurance Certificates for Workman's Comp and General Liability
- _____ OWNER BUILDER DISCLOSURE STATEMENT to be completed
- _____ MUST PROVIDE PORTABLE TOILETS if none are available within 250 feet
- _____ If toilets are available within 250 feet of Tent/Canopy a letter of permission for usage must be provided from
owner.
- _____ Application fee of \$30.00 due at the time of permit submittal.

